



The Position

Under direction of a supervisor, the Child Protective Services Worker I specializes in cases involving children in abuse situations. The responsibilities may include, but are not limited to: investigating and assessing alleged child abuse/neglect complaints; visiting clients in their residence to assess suitability of living conditions and capabilities of parents and/or caretakers; preparing extensive court reports and associated legal documents; testifying in court; assisting attorneys in the preparation of court actions; transporting children to protective facilities; appearing in court; scheduling appointments or visitation for other authorized purposes; evaluating compliance with court orders; interpreting policies, rules, and regulations to clients, applicants, and other involved parties; preparing and implementing case plans with families; preparing and maintaining case records and reports in addition to answering correspondence; and other job-related duties as required.

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

Possession of a Master's degree in Social Work, Counseling, or a closely related field, from an accredited college or university.

Napa County

Napa County, with a population of approximately 134,650, is located in the heart of California's preeminent wine region; the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area.

Napa, the county seat and the largest city within the County, has a population of approximately 72,585.

Napa County offers a sunny Mediterranean climate and proximity to the mountains and ocean; the Valley offers residents easy access to virtually unlimited shopping, dining, cultural, and recreational opportunities. The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

Child Protective Services Worker I Extra Help*

Napa County

Health & Human Services Agency Child Welfare Services

Hourly Salary: \$31.23 - \$37.41

Application Deadline:

Wednesday, June 19, 2013

5:00 p.m. PDT

Tentative Examination Date:

Oral Exam: Week of July 1, 2013

Examination will be held in Napa County

Location:

The resulting list will be used to fill vacancies in
Napa, California

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

***The existing eligible list will be replaced upon completion of this examination. This list will be used to fill intermittent and limited term non-benefited Extra help positions. The hours and days of the week may vary, which may include non-traditional business hours.**

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- Basic principles and techniques of interviewing and recording in social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency.
- Community organizations and the social problems calling for the use of public and private community resources.
- Basic principles involved in the nature, growth, and development of personality and in-group processes.
- Local socioeconomic conditions, current problems, and methodologies in the field of public social service.
- Social service research methods.
- Physiological and psychological influences on personality.

Ability to:

- Perform a variety of social casework functions, including the investigation, supervision, placement, and care of dependent children, children in foster homes, or other child welfare cases through routine or emergency referrals.
- Analyze situations and adopt effective courses of action, often under stressful conditions.
- Apply existing laws, rules, and regulations to welfare department operations.
- Interview, record, and analyze cases.
- Create, process, and complete necessary case records and reports manually and electronically, within mandated time frames, to meet federal audit requirements and outcome performance objectives.
- Work constructively within a community setting and effectively use appropriate resources and services.
- Apply the principles of child psychology and family relationships.
- Evaluate personal and psychological factors in the child and/or family's situation.
- Develop and implement short and long-term treatment/service plans.
- Provide case management services.
- Coordinate activities with law enforcement, legal authorities, and court systems.
- Act as an advocate on behalf of the client in situations where the client is unable to act on their own behalf.
- Provide information and referrals to other services available from government agencies and community-based organizations.
- Provide casework consultations to staff members without advanced training.
- Work collaboratively with staff from other related governmental programs, community-based organizations, schools, and/or the courts.
- Act as a lead worker in the respective team or unit.
- Employ effective communication and interpersonal skills.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components consist of:

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Case Management
- Communication (Oral & Written)
- Education, Experience, and Training
- Initiative
- Interpersonal Relations
- Interviewing Skills
- Job Related Knowledge and Skills
- Planning/Organizational Skills

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to MSS at 916-648-1211 or email them to mss@cps.ca.gov prior to the application deadline.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

SUPPLEMENTAL FORM - MASTER'S DEGREE

Child Protective Services Worker I
Napa County Health & Human Services Agency
APPLICATION DEADLINE: Wednesday, June 18, 2013

This form must be submitted with the application.
FOR APPLICANTS WHO APPLY ONLINE, THE QUESTIONS WILL BE AVAILABLE
IN THE SUPPLEMENTAL SECTION OF THE ONLINE APPLICATION

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Name: _____ Date: _____

As of today, have you received a MSW or a two year counseling degree from an accredited college or university in the United States or Canada? If yes, you do NOT need to complete the remainder of the form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, will you obtain your MSW or two year counseling degree within the next six months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an MFT or do you have an MFT intern number? <ul style="list-style-type: none"> If yes, please enter your MFT or MFT intern number. If no, please complete the remainder of the form. 	<input type="checkbox"/> Yes <input type="checkbox"/> No Intern # _____
Name of school where Master's degree was obtained: _____	
Total number of units required for degree: _____	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester
Have you completed a field placement or internship as part of your Master's program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If yes, respond to the questions below.)	

Please respond to the following questions by writing your narrative responses on the back of this form or on a separate sheet attached to this form:

A.	Where did you complete your field placement? (Identify the name, nature, and mission of the agency, i.e., public agency, private, type of clients served, et cetera.)	
B.	Was this a closely supervised placement? If yes, attach a description of the method and frequency of supervision.	<input type="checkbox"/> Yes <input type="checkbox"/> No
C.	How was your field placement evaluated and by whom? (Name and title of person who performed your evaluation)	
D.	Length of field placement? From: Month_____/Year_____ To: Month_____/Year_____ Hours per week: _____ Total hours in this placement: _____	
E.	Did this placement include working with a caseload? If yes, provide a description of your responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
F.	Did this placement include family or child counseling? If yes, provide a description of your responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
G.	Did this placement involve working with child protective services or abused/neglected children? If yes, provide a description of your responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
H.	Did this placement include work with court responsibilities? If yes, provide a description of your responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No